

**United States Bankruptcy Court  
Western District of Texas**

**ELECTRONIC CASE FILING (ECF) SYSTEM  
Personal Financial Management Course Provider Filer Agreement**

By submitting this registration form, participant agrees to the following:

1. This ECF system is used to file and view electronic documents, docket sheets, and notices in the U.S. Bankruptcy Court for the Western District of Texas. NOTE: This is a restricted Web site for official court business only. Unauthorized entry or use, or any use that attempts to circumvent access controls of the PACER billing processes is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. Any prohibited activities or usage may result in immediate withdrawal of access privileges, referral for prosecution, and/or permanent suspension of filing and user privileges in this Court.
2. Pursuant to Federal Rule of Bankruptcy Procedure (FRBP) 9011, all papers shall be signed by the party. The unique password issued to participants identifies that participant to the Court each time participant logs on to the ECF system. The use of the participant's password constitutes the signature of participant for purposes of FRBP 9011 on any document filed electronically using participant's password.
3. Participant must select and activate a new password in the ECF system if an employee or associate of participant who has been authorized to use participant's login and password no longer serves in such a capacity. If participant has any reason to suspect the password has been compromised, it is participant's duty to change the password immediately. Company of participant must immediately inform the ECF Registrar (TXWB\_ECF-Registrar@txwb.uscourts.gov) if participant is no longer authorized to electronically file documents on behalf of the company and will cease using the login and password issued to participant. It is the responsibility of the company and the participant to maintain their ECF account with current information about the company and participant.
4. Participant agrees to maintain a current postal address and contact information on the ECF user account. If any of this information changes, participant must immediately inform the ECF Registrar (TXWB\_ECF-Registrar@txwb.uscourts.gov).
5. **As a provider of a post-petition instructional course concerning personal financial management, filing a certificate of the debtor's completion of the course must be timely filed in accordance with FRBP 1007(c). These limited filer privileges may be revoked at any time if the certificate of the debtor's completion of the course is not filed in a timely manner. A failure to do so could result in closing of the debtor's case without a discharge. If participant's**

**filing privileges are revoked by the Court, the Court will notify the Executive Office for U.S. Trustees of the revocation.**

6. As a personal financial management course provider participant with limited filing privileges, participant will have access to perform the following transactions:
  - Financial Management Course Certificate – First Debtor
  - Financial Management Course Certificate – Second Debtor
  - Financial Management Course Certificate – Both First and Second Debtor
7. Participant will file documents by using the Court's ECF system. However, to simply view information on a specific case, participant must access the Court's records through the Public Access to Court Electronic Records (PACER) Service Center. Therefore, a PACER account is required in addition to the ECF login and password issued by the Court. To register for PACER, participant must submit a registration form which is available on the PACER website [www.pacer.gov](http://www.pacer.gov).
8. Participant agrees to abide by the Local Rules and Administrative Procedures for the Filing, Signing, and Verifying of Documents by Electronic Means in Texas Bankruptcy Courts concerning the use of our ECF system. The Court's rules and procedures are located on the Court's website at [www.txwb.uscourts.gov](http://www.txwb.uscourts.gov).